



## **Information Prescription Service**

### **User Guide for health and social care professionals**

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## Introduction

This user guide illustrates, in a series of screenshots, how to create and dispense an information prescription using the Information Prescriptions Service.



### ***What is the Information Prescription Service?***

The Information Prescriptions Service ([www.nhs.uk/ips](http://www.nhs.uk/ips)) brings together into one place a wealth of information from NHS Choices and our charity partners to make it easier for you to find the information that your patients need.

The Service has been specially developed with health and care professionals in mind, to offer them a tool to quickly and easily provide information for the people that they care for. It lets them tailor the amount of information provided at any one time around what the patient wants – from a comprehensive package of information to a number of bite-sized pieces.

### ***What is an information prescription?***

Information prescriptions give people with long-term conditions or care needs reliable, accurate information to help them manage their health more effectively and live more independently. They contain information, and signposts to further sources of advice and support, such as how to find local support groups.

An information prescription is a little like a medicines prescription. A medicines prescription tells a patient what drugs they need to take; an information prescription gives them information to help them cope on a daily basis.

### ***Why is information important for patients?***

Reliable, accurate information is fundamental to making informed decisions and choices. It helps people regain a sense of control over their lives and can reduce the fear that the diagnosis of life-threatening or long-term illness may bring.

There are clear benefits to the NHS in offering patients reliable, accurate information. There is good evidence that patients who are given and supported to use information to make decisions about their care:

- are able to manage their long-term conditions more effectively;
- use NHS services less often than patients who have not been given information;
- choose less invasive (and less expensive) treatment options;
- have fewer repeat consultations with health professionals;
- have fewer unscheduled admissions to hospital, and lower rates of re-admission;
- comply better with medicines regimes, leading to fewer wasted drugs.

## Creating an Information Prescription

Go to the Information Prescription Service at [www.nhs.uk/ips](http://www.nhs.uk/ips)

The screenshot shows the NHS Choices Information Prescription Service homepage. At the top, there is a search bar with the text 'Search NHS Choices' and a 'Search' button. Below the search bar, the NHS Choices logo is on the left, and a link to 'Log in or Register to access your favourites or prescribing history' is on the right. The main header features the 'IP information prescription service' logo on the left and a description 'Quickly create a package of health information to print, email or save' on the right, with links to 'About this service', 'Contact us', and 'Partner list'. The central area is titled 'Create an information prescription' and contains a form with the following elements: a text input field for 'Enter condition or treatment', a link for 'A-Z list of conditions and treatments', a text input field for 'Postcode (optional)', a checkbox for 'Save my location', and a 'Start' button with a right-pointing arrow. At the bottom, there is a section titled 'Some of our partners:' with logos for the Royal College of Obstetricians and Gynaecologists, 'WE ARE MACMILLAN. CANCER SUPPORT', 'Diabetes UK', 'Sunflowers' (Supporting people living with cancer), and the 'BRITISH Nutrition FOUNDATION'. A link for 'Full partner list' is also present.

### ***Step 1 – Log in or register for an account***

We strongly encourage all health and social care professionals to log in when using the Information Prescription Service. This will give you access to a wider range of functionality that will help you in your daily clinical practice.

You can log in or register for a new account following the links at the top left hand side of the home screen.



## Register

If you do not have an NHS Choices account, click on the “Register” link on the top left of the screen. Enter your email address and a password to register for an account. You will be sent an email confirming your account and asking you to activate your account. You must do this in order for your log in to the Information Prescription Service to work.

IP information prescription service

Quickly create a package of health information to print, email or save  
[About this service](#) | [Contact us](#) | [Partner list](#)

### Registration

**Your email address**

Enter email address:

Confirm email address:

**Your password**

Your password must be between 8 and 20 characters and can include capitals, numbers or symbols.

Choose a password:

Confirm password:

**Terms and conditions**

Collection and use of personal information. We shall collect and use any personal information you give to us in accordance with the site's privacy policy, terms and conditions and the statements below. We shall not disclose your personal information to any third parties without obtaining your prior consent unless we are required by law to do so.

In particular:

When signing up for a personal account, you will have an option to submit personal information, including postcode, age, date of birth, phone number, email address,

By clicking on the button below you are agreeing to our terms and conditions

[Create my account >](#)

## Log in

If you have already registered for an account with NHS Choices, enter your email address and password to log in to the Information Prescriptions Service.

The screenshot shows the NHS Choices website header with the logo and a search bar. Below the header is a blue banner for the 'information prescription service' with a sub-header 'Quickly create a package of health information to print, email or save' and links for 'About this service', 'Contact us', and 'Partner list'. The main content area is titled 'Login to NHS Choices' and contains a login form with fields for 'Email address' and 'Password', a 'Log in' button, and a link for 'Forgotten your password?'. To the right of the form is a box titled 'Don't have an account?' with text explaining the benefits of creating an account and a 'Register here' link.

Your log-in status will be shown in the top left hand corner of the screen. On the right, you will now be able to access the additional features available to you.

The screenshot shows the NHS Choices website after a successful login. The top left corner now displays 'Logged in as HCottle'. The top right corner, near the search bar, now includes links for 'Prescribing history', 'Manage your favourites', 'Log out', and 'Your profile'. The rest of the page layout, including the blue banner and the 'Login to NHS Choices' section, remains the same as in the previous screenshot.

## Step 2 – Select a condition

Once logged-in, you will see two ways to select the relevant condition for which you want to create an information prescription:

a) Enter the name of the condition, using predictive text to help you identify the correct term.

The screenshot shows the NHS Choices Information Prescription Service interface. At the top, the NHS Choices logo is on the left, and a search bar with the text "Search NHS Choices" and a "Search" button is on the right. Below the search bar are links for "Prescribing history", "Manage your favourites", "Log out", and "Your profile". The main header is blue and contains the "IP information prescription service" logo on the left and the text "Quickly create a package of health information to print, email or save" on the right, with links for "About this service", "Contact us", and "Partner list". The main content area is titled "Create an information prescription" and contains a form for "Enter condition or treatment". The form has a text input field with "bowe" entered, a dropdown menu showing "Bowel cancer", and a "hide [x]" button. Below the form is a checkbox labeled "Save my location" and a "Start" button with a right arrow. At the bottom, there is a section titled "Some of our partners:" with logos for the Sickle Cell Society, Marie Curie Cancer Care, h<sup>aven</sup> Breast Cancer Support Centres, core (FIGHTING GUT AND LIVER DISEASE), and Paul's Cancer Support Centre. A link for "Full partner list" is on the right.

NHS choices  
Logged in as HCottle

Search NHS Choices Search

[Prescribing history](#) [Manage your favourites](#) [Log out](#) [Your profile](#)

IP information prescription service

Quickly create a package of health information to print, email or save  
[About this service](#) | [Contact us](#) | [Partner list](#)

Create an information prescription

Enter condition or treatment

bowe  
Bowel cancer  
hide [x]

☐ Save my location

Start


Some of our partners:

Sickle Cell Society Marie Curie Cancer Care h<sup>aven</sup> Breast Cancer Support Centres core FIGHTING GUT AND LIVER DISEASE Paul's Cancer Support Centre

[Full partner list](#)



b) Select from the A to Z list


**information  
prescription  
service**

Quickly create a package of health information to print, email or save

[About this service](#) | [Contact us](#) | [Partner list](#)

## Conditions and treatments starting with:

Search by A-Z

A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z

C

[Cancer](#)  
[Cancer rehabilitation](#)  
[Cancer, anal](#)  
[Cancer, bile duct](#)  
[Cancer, bladder](#)  
[Cancer, bone \(sarcoma\)](#)  
[Cancer, breast \(female\)](#)  
[Cancer, breast \(male\)](#)  
[Cancer, cervical](#)  
[Cancer, colon, rectum or bowel](#)  
[Cancer, eye](#)  
[Cancer, gallbladder](#)  
[Cancer, head and neck](#)  
[Cancer, kidney](#)  
[Cancer, laryngeal \(larynx\)](#)  
[Cancer, liver](#)  
[Cancer, lung](#)  
[Cancer, mouth](#)  
[Cancer, nasopharyngeal](#)

[Cancer, nose and sinus](#)  
[Cancer, oesophageal](#)  
[Cancer, ovarian](#)  
[Cancer, pancreatic](#)  
[Cancer, penile](#)  
[Cancer, prostate](#)  
[Cancer, skin \(malignant melanoma\)](#)  
[Cancer, skin \(non-melanoma\)](#)  
[Cancer, stomach](#)  
[Cancer, testicular](#)  
[Cancer, thyroid](#)  
[Cancer, uterine \(uterus\)](#)  
[Cancer, vaginal](#)  
[Cancer, vulval](#)  
[Candidiasis, men](#)  
[Candidiasis, women](#)  
[Carcinoid tumours](#)  
[Cardiovascular disease](#)  
[Carpal tunnel syndrome](#)

[Cataracts, age-related](#)  
[CBT](#)  
[Cervical cancer](#)  
[Cervical cancer vaccination](#)  
[CFS](#)  
[Chemotherapy](#)  
[Chest infection, adult](#)  
[Chickenpox](#)  
[Chlamydia](#)  
[Cholesterol, high](#)  
[Choriocarcinoma](#)  
[Chronic fatigue syndrome](#)  
[Chronic kidney disease](#)  
[Chronic lymphocytic leukaemia](#)  
[Chronic myeloid leukaemia](#)  
[Chronic obstructive pulmonary disease \(COPD\)](#)  
[Cirrhosis](#)  
[Coeliac disease](#)  
[Cognitive behavioural therapy](#)

[Colon cancer](#)  
[Colorectal cancer](#)  
[Community acquired pneumonia](#)  
[Congenital heart disease](#)  
[Congestive heart failure](#)  
[Conjunctivitis, infective](#)  
[Constipation](#)  
[Contraception](#)  
[COPD](#)  
[Coronary angioplasty](#)  
[Coronary artery bypass](#)  
[Coronary heart disease](#)  
[Crohn's disease](#)

### Step 3 – Enter postcode

This step is optional. However, entering a postcode at this stage will allow the system to identify any relevant local content that may be available for the information prescription.

## Step 4 – Select content

You will now be taken to the main content screen.

The screenshot shows the NHS Choices Information Prescription Service interface. At the top, there is a search bar with the text "Search NHS Choices" and a "Search" button. Below the search bar, there are links for "Prescribing history", "Manage your favourites", "Log out", and "Your profile". The main header area features the "NHS choices" logo on the left and the "information prescription service" logo on the right. A blue banner at the top right says "Quickly create a package of health information to print, email or save" with links for "About this service", "Contact us", and "Partner list". The main content area is titled "Create an information prescription for Bowel cancer" with a link to "Print a blank form to fill in on paper". Below the title, there is a "Reset form" button. A section titled "Select your options:" contains five blue bars with "Show" buttons on the right. The options are: "Basic NHS information about Bowel cancer", "Specialist information from our charity partners about Bowel cancer", "Local information about Bowel cancer", "Directory information", and "Add personalised cover note". At the bottom, there is a "Create information prescription" button and another link to "Print a blank form to fill in on paper".

From here, you can select content from four categories of information:

1. Information about the condition produced by NHS Choices on behalf of the NHS;
2. Specialist information about the condition produced by partner organisations such as national charities;
3. Local information produced by local organisations associated with the postcode you entered;
4. Directory information produced by NHS Choices.

To expand each category, click on the blue bar or on the “show” button on the right hand side of the screen.

## Category 1: NHS Choices' information

This category allows you to select content produced by NHS Choices on behalf of the NHS. You can check the "all pages" button to include all of their information or check the "selected pages" button to use sections of content.

If you opt for selected pages only, you will need to choose which content you wish to include in the information prescription, by ticking boxes.

To preview the NHS Choices content, click on the link at the top of the section. This opens the NHS Choices site in a new page.

The screenshot shows the NHS Choices website interface for creating an information prescription for Bowel cancer. At the top, there is a search bar and a 'Search' button. Below this, the 'NHS choices' logo is displayed, along with the text 'Logged in as HCottle'. A navigation bar contains links for 'Prescribing history', 'Manage your favourites', 'Log out', and 'Your profile'. The main header area features the 'IP information prescription service' logo and a prompt to 'Quickly create a package of health information to print, email or save', with links for 'About this service', 'Contact us', and 'Partner list'. The main content area is titled 'Create an information prescription for Bowel cancer' and includes a link to 'Print a blank form to fill in on paper'. A 'Reset form' button is located on the right. Below the title, a section titled 'Select your options:' contains a dropdown menu for 'Basic NHS information about Bowel cancer' with a 'Hide' button. This section includes a preview link to 'http://www.nhs.uk/conditions/cancer-of-the-colon-rectum-or-bowel/' and a 'Select the sections you'd like to include' area. This area has two radio buttons: 'All pages on Bowel cancer (approx 14)' and 'Selected pages'. Under 'Selected pages', there are checkboxes for 'Overview' (Bowel Cancer, Diagnosis, Screening, Symptoms, Treatment, Living with, Causes, Prevention) and 'Real stories' (Anne's story, Coping with cancer, Lester's story, Linda's story). At the bottom, there are two expandable sections: 'Specialist information from our charity partners about Bowel cancer' and 'Local information about Bowel cancer', both with 'Show' buttons.

**NHS choices**  
Logged in as HCottle

Search NHS Choices **Search**

[Prescribing history](#) [Manage your favourites](#) [Log out](#) [Your profile](#)

**IP** information prescription service

Quickly create a package of health information to print, email or save  
[About this service](#) | [Contact us](#) | [Partner list](#)

### Create an information prescription for Bowel cancer

[Print a blank form to fill in on paper](#)

To view PDF leaflets on this page [download Adobe Reader](#)

[Reset form](#)

**Select your options:**

▼ Basic NHS information about Bowel cancer [Hide](#)

Preview this information at: <http://www.nhs.uk/conditions/cancer-of-the-colon-rectum-or-bowel/>

Select the sections you'd like to include

☐ All pages on Bowel cancer (approx 14) ☒ Selected pages

**Overview**

☐ Bowel Cancer ☐ Symptoms ☐ Causes  
☐ Diagnosis ☐ Treatment ☐ Prevention  
☐ Screening ☐ Living with

**Real stories**

☐ Anne's story ☐ Lester's story ☐ Linda's story  
☐ Coping with cancer

► Specialist information from our charity partners about Bowel cancer [Show](#)

► Local information about Bowel cancer [Show](#)

## Category 2: information from partner organisations

At this point, you can begin to select content produced by partner organisations such as major national charities. You can see what is available under each sub-category by clicking on the blue bar, or the “show” button on the right hand side of the screen.

Under each category, select the content you want to add to your IP by ticking the relevant check-box. If you wish to see what is in each document before you select it, you can click on the “preview” button. This opens the document in a new window.

The screenshot shows the NHS Choices Information Prescription Service interface. At the top, there's a search bar and navigation links. The main header includes the 'IP information prescription service' logo and a prompt to 'Quickly create a package of health information to print, email or save'. The main content area is titled 'Create an information prescription for Bowel cancer'. Below this, there's a 'Select your options:' section with several expandable categories. The 'Prevention and risk factors' category is expanded, showing a list of documents with checkboxes and preview buttons. Other categories like 'Symptom awareness and early detection', 'Screening', and 'Referral, tests and investigations' are also visible but collapsed.

**NHS choices**  
Logged in as HCottle

Search NHS Choices **Search**

[Prescribing history](#) [Manage your favourites](#) [Log out](#) [Your profile](#)

**IP** information prescription service

Quickly create a package of health information to print, email or save  
[About this service](#) | [Contact us](#) | [Partner list](#)

### Create an information prescription for Bowel cancer

[Print a blank form to fill in on paper](#)

To view PDF leaflets on this page [download Adobe Reader](#)

[Reset form](#)

**Select your options:**

- ▶ Basic NHS information about Bowel cancer [Show](#)
- ▼ Specialist information from our charity partners about Bowel cancer [Hide](#)
  - ▼ Prevention and risk factors [Hide](#)

Preview by clicking on the icons below

General information

<input type="checkbox"/> Preventing bowel cancer (CRUK 2 pages)	Cancer Research UK	<a href="#">Preview</a>
<input type="checkbox"/> Reducing your risk (BCUK 2 pages)	Bowel Cancer UK	<a href="#">Preview</a>
<input type="checkbox"/> Risk factors, causes and symptoms of colon cancer (MCS 4 pages)	Macmillan Cancer Support	<a href="#">Preview</a>
<input type="checkbox"/> Risk factors, causes and symptoms of rectal cancer (MCS 4 Pages)	Macmillan Cancer Support	<a href="#">Preview</a>
  - ▶ Symptom awareness and early detection [Show](#)
  - ▶ Screening [Show](#)
  - ▶ Referral, tests and investigations [Show](#)

### Category 3: information from local organisations

If you entered a postcode on the 'Select a condition' front page, then relevant local information is displayed in the Local information section, if available. If a postcode wasn't entered, you can add a postcode and set the search radius to see if any relevant local information is available.

Content can be added to the IP in the same way, by ticking the relevant check-box.

The screenshot shows the IP (Information Prescription) service interface. At the top, there's a blue header with the IP logo and the text 'information prescription service'. To the right, it says 'Quickly create a package of health information to print, email or save' and provides links for 'About this service', 'Contact us', and 'Partner list'.

The main heading is 'Create an information prescription for Bowel cancer'. Below this, there's a link to 'Print a blank form to fill in on paper' and a note 'To view PDF leaflets on this page download Adobe Reader'. A 'Reset form' button is also present.

The 'Select your options:' section contains three expandable/collapsible items:

- 'Basic NHS information about Bowel cancer' with a 'Show' link.
- 'Specialist information from our charity partners about Bowel cancer' with a 'Show' link.
- 'Local information about Bowel cancer' with a 'Hide' link. This section is expanded, showing 'Information supplied by organisations within 5 miles of SE1' and a 'Change' button. Below this, it says 'Preview by clicking on the icons below'.


Under the 'Local information' section, there's a list of organizations with checkboxes and 'Show' links:

- ☐ Dimbleby Cancer Care
- ☒ Kings College Hospital Macmillan Information and Support Centre (King's College Hospital) - This item is expanded, showing a 'Preview' button.
- ☐ University College Hospital Macmillan Cancer Information Centre
- ☐ The Richard Hambro Macmillan Cancer Information Centre
- ☐ North West London Cancer Network
- ☐ The Royal Marsden NHS Foundation Trust
- ☐ Chelsea and Westminster Hospital Macmillan Cancer Information Centre
- ☐ Chelsea and Westminster Hospital NHS Foundation Trust

## Category 4: directory information

By entering the patient's postcode, you can opt to include within the information prescription the address details for NHS services relevant to the patient's condition, drawn from NHS Choices' service directories.

This will identify the five locations nearest to the postcode you entered, and these will be included in the information prescription, with full address and contact details, and a map location.

**information  
prescription  
service**

Quickly create a package of health  
information to print, email or save  
[About this service](#) | [Contact us](#) | [Partner list](#)

Create an information prescription for **Bowel cancer**

[Print a blank form to fill in  
on paper](#)

To view PDF leaflets on this page [download Adobe Reader](#)

Reset form

Select your options:

▶ Basic NHS information about Bowel cancer>Show

▶ Specialist information from our charity partners about Bowel cancer>Show

▶ Local information about Bowel cancer>Show

▼ Directory information>Hide

Add names and addresses of relevant services (with map):  
The 5 nearest of each type of service you select will be included on your information prescription.  
☐ Stop-Smoking services  
near postcode

▶ Add personalised cover note>Show

Create information prescription▶

[Print a blank form to fill in on paper](#)



## Step 5 – Add a personal note

The screenshot shows the NHS Choices Information Prescription Service interface. At the top, there is a search bar and navigation links. The main header includes the 'IP information prescription service' logo and a prompt to 'Quickly create a package of health information to print, email or save'. The main heading is 'Create an information prescription for Bowel cancer'. Below this, there is a 'Reset form' link. A section titled 'Select your options:' contains five expandable menu items: 'Basic NHS information about Bowel cancer', 'Specialist information from our charity partners about Bowel cancer', 'Local information about Bowel cancer', 'Directory information', and 'Add personalised cover note'. The 'Add personalised cover note' option is circled in red. At the bottom, there is a 'Create information prescription' button and a link to 'Print a blank form to fill in on paper'.

In this section, you can add a personal note to the patient into the free text field.

This can be used to highlight key facts that you might want to bring to their particular attention, or to summarise what you have discussed during the consultation.

Patients sometimes find it hard to remember all that they have been told during a consultation with a health professional, particularly if they have received unsettling news, so capturing your discussion in this way will allow them to refer back to it as many times as they need to.

▼ Add personalised cover note Hide

To:

First name  Last name

Add health worker details:

First name  Last name

Phone number  Email address

Cover Note: Please do not enter private or sensitive patient data.

Add a cover note Max 2000 characters (0 Used)

When you generate the information prescription, this field will appear at the beginning of the information prescription.



## Step 6 – Add cancer specific information

Information prescriptions for cancer conditions can include specific chunks of information, developed by our cancer charity partners and the National Cancer Action Team. To add a chunk to the prescription, click on the relevant heading and drag it into the right hand box.

▼ Add personalised cover note

Hide

To:

First name

Last name

Add health worker details:

First name

Last name

Phone number

Email address

Cover Note: Please do not enter private or sensitive patient data.

Add a cover note

Max 2000 characters (0 Used)

(Optional)  
I would particularly like to draw your attention to the following...

Add pre-prepared content supplied by Cancer Research UK and Macmillan Cancer Support

Tests for bowel cancer: Rectal examination

Tests for bowel cancer: Proctoscopy/sigmoidoscopy

Tests for bowel cancer: Colonoscopy

Tests for bowel cancer: Barium enema

Tests for bowel cancer: CT colonography (virtual colonoscopy)

Tests for bowel cancer: CEA blood test

Tests for bowel cancer: Chest x-ray

Tests for bowel cancer: Abdominal ultrasound

Tests for bowel cancer: CT scan (computerised tomography)

Tests for bowel cancer: MRI (magnetic resonance imaging) scan

Tests for bowel cancer: PET (positron emission tomography) scan

Staging of bowel cancer

Dukes staging of bowel cancer

The large bowel (colon and rectum)

The bowel is part of our digestive system. It is divided into the small bowel and the large bowel. The large bowel is made up of the colon and rectum. Food is digested in the stomach and small bowel then moves into the colon where water is absorbed. The remaining waste matter, known as stools or faeces, passes into the rectum (back passage) and is held there until it is ready to be passed from the body through the anus as a bowel motion (stool). Close to the bowel are lymph nodes, also known as lymph glands, which are about the size of a baked bean. Most cancers start in the innermost lining of the bowel and develop from small growths called polyps. Nearly all bowel cancers develop in the large bowel. Most are in the colon and some in the rectum.

Oesophagus (gullet)

Ascending colon

### ***Step 7 – Generate the information prescription***

Having selected the content, generate the information prescription by clicking on the “create” button.



## Dispensing the information prescription

Once you have generated the information prescription, you will then be taken to a preview screen where you can view the content you have selected. If you wish to make further changes to the information prescription content, click on the “go back and edit” link on the right hand side of the screen.

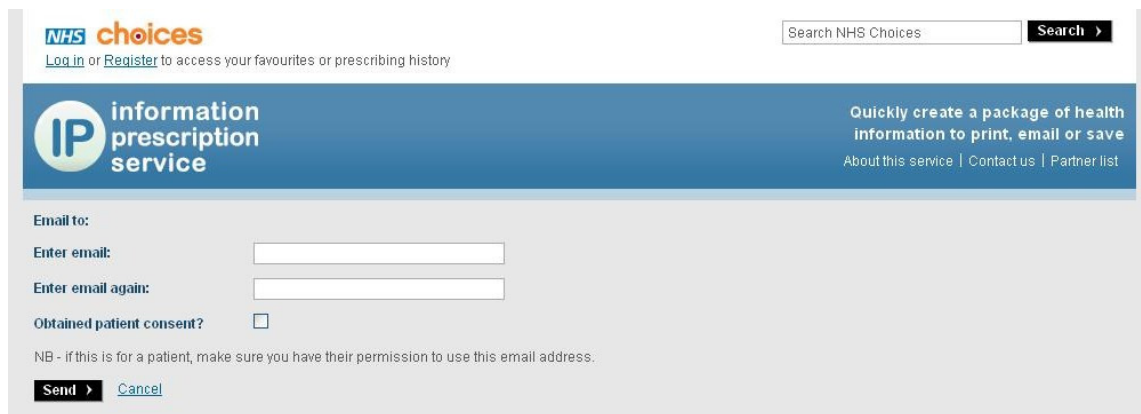
The screenshot shows the NHS Choices Information Prescription Service interface. At the top, there is a search bar labeled 'Search NHS Choices' and a 'Search' button. Below this is a blue header bar with the 'IP information prescription service' logo on the left and the text 'Quickly create a package of health information to print, email or save' on the right, with links for 'About this service', 'Contact us', and 'Partner list'. The main content area is titled 'Your information prescription'. It contains a section asking 'Would you like to create an NHS Choices account?' with links to 'Log in' or 'register' and a list of benefits: 'save this prescription in your prescribing history', 'save this prescription as a favourite you can re-use', and 'add a personalised cover note'. Below this are three buttons: 'Email', 'Print', and 'Save as PDF'. A link '< go back and edit' is on the right. The bottom section is titled 'Information about Breast cancer (female)' with a date 'Date created: 06 Jul 2011'. At the very bottom, there are four tabs: 'NHS information', 'Specialist information', 'Local information', and 'Local services map view'.

The system offers you three dispensing options:

- email,
- print or
- save.

## Email

This option will email a unique URL link to the IP. This allows you to recall the information prescription at any time. Make sure that you check the “obtained consent” box on the emailing screen. Note, the Information Prescription Service will not store email addresses for future use – the email address you enter is for one- time use only. If you wish to email further information prescriptions, you will need to enter the email address each time.



The screenshot shows the NHS Choices Information Prescription Service interface. At the top, there is a search bar with the text "Search NHS Choices" and a "Search" button. Below this is a blue header bar with the "IP" logo and the text "information prescription service". To the right of the logo, it says "Quickly create a package of health information to print, email or save" and provides links for "About this service", "Contact us", and "Partner list". The main form area is light grey and contains the following fields and controls:

- "Email to:" label
- "Enter email:" label followed by a text input field
- "Enter email again:" label followed by a text input field
- "Obtained patient consent?" label followed by an unchecked checkbox
- A note: "NB - if this is for a patient, make sure you have their permission to use this email address."
- At the bottom, there are two buttons: "Send" and "Cancel".

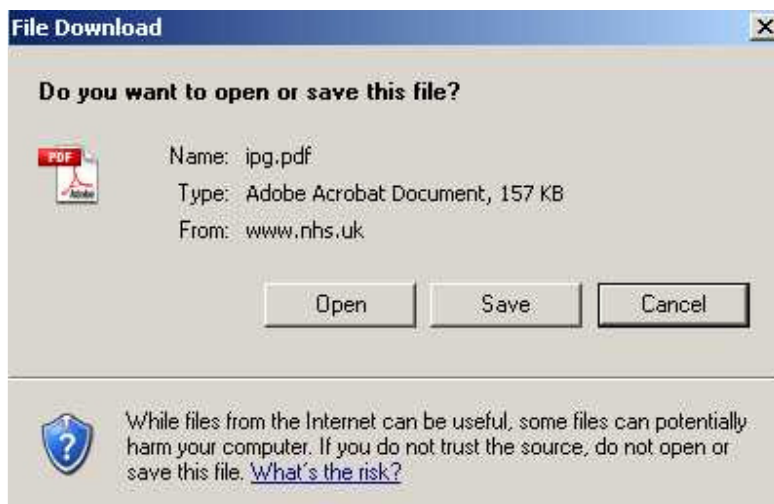
## Print

Click on the “print” button. This will generate a PDF version of the information prescription to preview. If having seen the content, you wish to make further changes to the information prescription, then close the print preview window and click on the “go back and edit” link on the right hand side of the screen.

If you are happy that the information prescription contains all of the required information, use your browser’s print function to select a printer and produce the finished output.

## ***Save as PDF***

Click on the “save” button to save the information prescription in PDF format to the file location of your choice.



## Using 'Favourites'

You may find that you frequently select the same pieces of information for people, for example at first appointment, pre- or post-surgery, or at particular stages of the patient journey. Favourites lets you identify and save these defined sets of information, and recall them quickly and easily.

### Create a favourite

Create the information prescription in the usual way, following the steps above. Before printing, emailing or saving the information prescription, enter a title in the "Preset Name" box. Make sure that you choose a title that is meaningful, so that you can readily identify each individual favourite within your longer list of favourites.

**NHS choices**  
Logged in as HCottle

Search NHS Choices  **Search** >

[Prescribing history](#) [Manage your favourites](#) [Log out](#) [Your profile](#)

**IP** information prescription service

Quickly create a package of health information to print, email or save  
[About this service](#) | [Contact us](#) | [Partner list](#)

### Your information prescription

Save this information as a favourite you can re-use

Favourite name  **Save favourite** >

Email Print Save as PDF [< go back and edit](#)

**NHS choices**  
**Information about Bowel cancer**  
Date created: 06 Jul 2011

**Cover note** **Specialist information** **Local information**

This is a cover note to your information prescription

I would particularly like to draw your attention to the following...

This information was selected from material supplied by Macmillan Cancer Support and Cancer Research UK. It is not a substitute for professional care and should not be used for diagnosing or treating a health problem or disease. If you have, or suspect you may have, a health problem you should consult your doctor.

**The large bowel (colon and rectum)**

The bowel is part of our digestive system. It is divided into the small bowel and the large bowel. The large bowel is made up of the colon and rectum. Food is digested in the stomach and small bowel then moves into the colon where water is absorbed. The remaining waste matter, known as stools or faeces, passes into the rectum (back passage) and is held there until it is ready to be passed from the body through the anus as a bowel motion (stool). Close to the bowel are lymph nodes, also known as lymph glands, which are about the size of a baked bean. Most cancers start in the innermost lining of the bowel and develop from small growths called polyps. Most of the bowel

## Using a favourite

The favourite you created will be visible next time you access the same topic.

The screenshot shows the NHS Choices Information Prescription Service interface. At the top, there's a search bar and navigation links. The main header includes the 'IP information prescription service' logo and a prompt to 'Quickly create a package of health information to print, email or save'. The main content area is titled 'Create an information prescription for Bowel cancer'. Below this, there's a section for 'Pre-prepared information prescriptions' with a 'Reset form' link. A 'Your favourites' section shows 'Bowel cancer first diagnosis' as a selected favourite. Under 'Select your options:', there are five expandable sections: 'Basic NHS information about Bowel cancer', 'Specialist information from our charity partners about Bowel cancer', 'Local information about Bowel cancer', 'Directory information', and 'Add personalised cover note'. Each section has a 'Show' link. At the bottom, there's a 'Create information prescription' button and a link to 'Print a blank form to fill in on paper'.

Clicking on the button will 'apply' the favourite, and include the pre-selected content you chose.

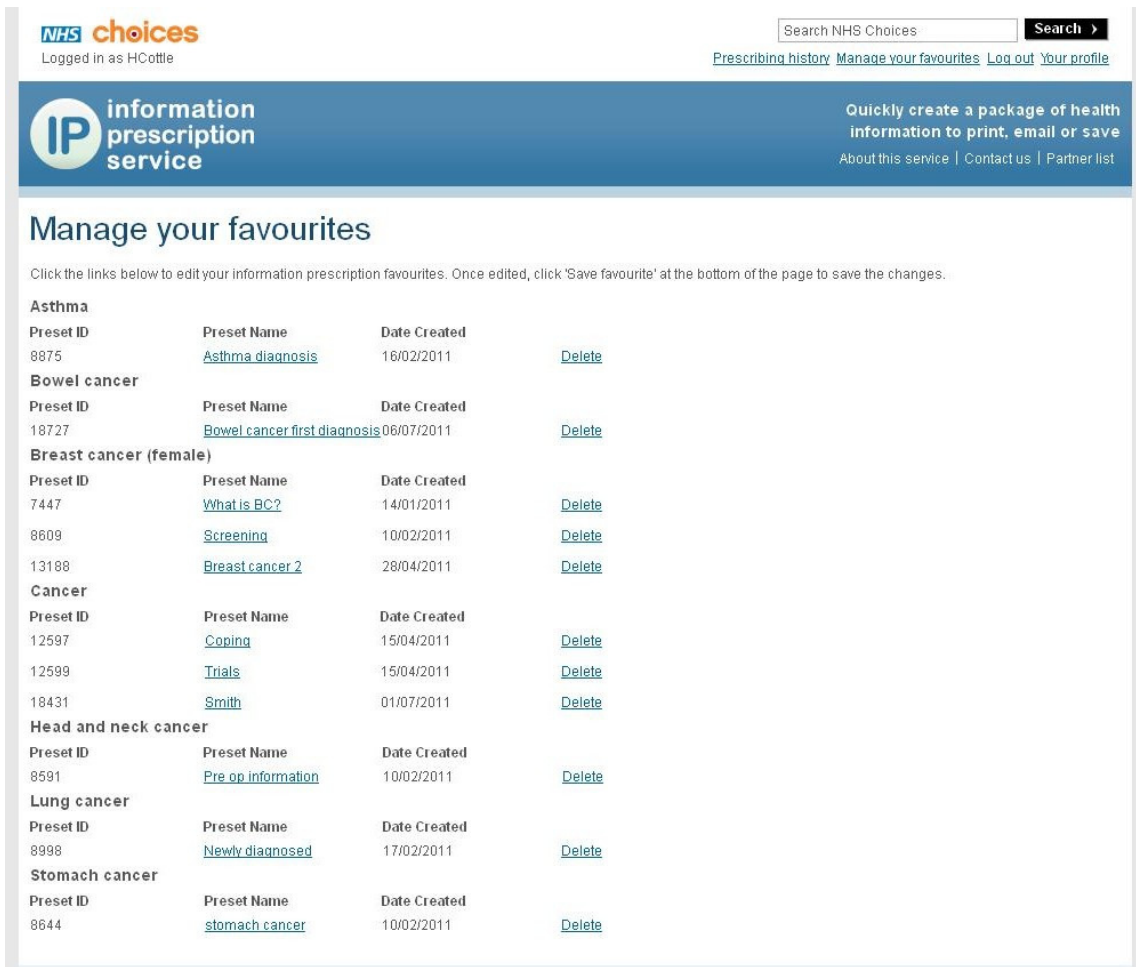
You can choose to add more content alongside the favourite setting, by selecting it in the usual way.

## Editing favourites

To access your list of favourites, click on “Manage your favourites” on the right hand side of the screen.



This opens a list of all the favourites you've created. From this screen you can edit the contents of a favourite or delete it completely.





To edit a favourite, click on the favourite name. The process works in the same way as creating an IP. However, once you've made the changes you need, click on the 'Save favourite' button.

The screenshot shows the NHS Choices Information Prescription Service interface. At the top, the NHS Choices logo is on the left, and a search bar with the text 'Search NHS Choices' and a 'Search' button is on the right. Below the search bar, there are links for 'Prescribing history', 'Manage your favourites', 'Log out', and 'Your profile'. The main header area is blue and contains the 'IP information prescription service' logo on the left and a prompt to 'Quickly create a package of health information to print, email or save' on the right, with links for 'About this service', 'Contact us', and 'Partner list'.

The main content area is titled 'Create an information prescription for Cancer'. Below this title, there is a link to 'Print a blank form to fill in on paper' and a note: 'To view PDF leaflets on this page [download Adobe Reader](#)'. A 'Reset form' link is located at the top right of the form area.

The form is titled 'Select your options:' and contains five blue buttons with white text and a right-pointing arrow. The buttons are: 'Basic NHS information about Cancer', 'Specialist information from our charity partners about Cancer', 'Local information about Cancer', 'Directory information', and 'Add personalised cover note'. Each button has a 'Show' link to its right.

At the bottom of the form, there is a 'Save favourite' button with a right-pointing arrow, which is circled in red. To the right of this button, there is a link to 'Print a blank form to fill in on paper'.

## Using the ‘Prescribing history’

The prescribing history enables you to see what information you have provided to patients during previous appointments. This can be a useful recap for both patient and professional, particularly where the patient is known to prefer to receive their information in bite-sized pieces.


The IP is automatically added to your prescribing history when you click ‘Create information prescription’.

To review your prescribing history, Click on “Prescribing history” on the right hand side of the screen.




This will take you to a list all of the information prescriptions that you have saved. Your prescribing history is fully searchable. Enter the search, select to search by patient name or health worker name and click “search”.

To regenerate the information prescription, simply click on the relevant serial number.



Logged in as HCottle

[Prescribing history](#)
[Manage your favourites](#)
[Log out](#)
[Your profile](#)



information  
prescription  
service

Quickly create a package of health information to print, email or save

[About this service](#) | [Contact us](#) | [Partner list](#)

## Your prescribing history

[Search by date](#)

☒ Search by name
 ☐ Search by health worker name

Name	Health worker name	Serial number	Date of prescription
Bob Smith		<a href="#">IRJ414AM</a>	06 Jul 2011
		<a href="#">YJV274LW</a>	06 Jul 2011
	Bob Smith	<a href="#">JKC735VH</a>	01 Jul 2011
	Bob Smith	<a href="#">SBG831MP</a>	01 Jul 2011
		<a href="#">WSI871FS</a>	08 Jun 2011
Hannah Cottle		<a href="#">SOK322JY</a>	03 Jun 2011
	Joe Grant	<a href="#">YAX035MT</a>	01 Jun 2011
		<a href="#">HDJ063AD</a>	23 May 2011
	John Keen	<a href="#">NHQ930HJ</a>	16 May 2011
	John Keen	<a href="#">AUH632NQ</a>	16 May 2011
Bob Richards	George Brown	<a href="#">RNM630XT</a>	11 May 2011
	Anna Nurse	<a href="#">HEG728ON</a>	28 Apr 2011
	Anna Nurse	<a href="#">AQS632FV</a>	28 Apr 2011

## Using the template

The system includes a blank information prescription proforma for each condition. If you are not able for any reason to create and dispense the information prescription during the patient's consultation, you can use the template to identify the relevant information so that the patient can get the information elsewhere.

### ***To print the template***

Click on the link on the right hand side of the screen, and select your printer as usual.



[Print a blank form to fill in  
on paper](#)

Complete the template by checking the boxes alongside the information that you want the information prescription to include. The patient can take the completed template to a hospital information centre, library, UK on-line information centre or ask another member of staff to dispense the information.